

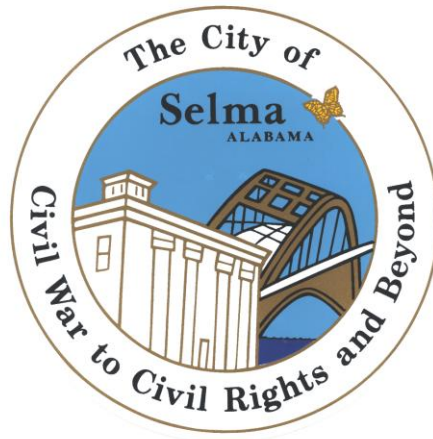
# **HOW TO DO BUSINESS WITH THE CITY OF SELMA**

**January 2009**

This Handbook has been prepared as a brief introduction to acquaint you with the business procedures of the City of Selma, Alabama. Familiarity with these procedures will aid you in presenting your product or services to the City of Selma.

Should you have any questions that are not answered herein, please call our Purchasing Office at (334) 874-2102, visit our web site at [www.selma-al.gov](http://www.selma-al.gov), or visit our office at 222 Broad Street, Selma, Alabama.

**Ivy Harrison, CMC**  
**iharrison@selma-al.gov**  
**City Clerk & Purchasing Agent**  
**City of Selma, Alabama**



**George Patrick Evans, Mayor**  
**City of Selma, Alabama**

**Office of the City Clerk**  
**Office of Purchasing**

# **HOW TO DO BUSINESS WITH THE CITY OF SELMA**

## **PURCHASING DIVISION OBJECTIVE DECLARATION**

To maintain a Centralized Purchasing System consisting of the procurement and purchasing control, which is designed to maximize the effectiveness of the tax dollar, while providing timely and adequate support of the City of Selma's needs for materials and services.

---

### **CODE OF ETHICS**

Purchasing activities are of public interest and a matter of public record. We are governed by the highest ideals of honor and integrity in all public and personal relationships in order that we may merit the respect and inspire the confidence of the agency and of the public, which we serve.

### **HOURS OF BUSINESS**

The Purchasing Office is open for business from 8:30 a.m. to 4:30 p.m., Monday through Friday with the exception of holidays. Visitors may visit the Purchasing Office without appointment between 8:30 a.m. and 4:30. It is realized that these hours may not be convenient and therefore appointments are always welcomed.

### **GIFTS AND GRATUITIES**

Under no circumstances will any City of Selma employee accept directly or indirectly, gifts or other items of value from individuals or firms. The City of Selma employees will not seek nor dispense personal favors. Administrative problems will be handled fairly, objectively, without discrimination, on the basis of principle and justice.

### **PROCUREMENT POLICIES**

Purchasing is guided in its procurement procedures by several established policies.

These policies are:

1. To conduct all procurement in accordance with the Alabama State Law and the City of Selma Code, and Administrative Regulations.
2. To obtain the required quantity and quality of materials at the most cost effective price.
3. To maximize competition, and provide interested and qualified individuals or firms with the opportunity to offer their products or services to the City of Selma.

# **HOW TO DO BUSINESS WITH THE CITY OF SELMA**

## **WHO PURCHASES FOR THE CITY OF SELMA**

The City of Selma has a centralized Purchasing Division. The Purchasing Division is the authority for all material, service, construction and supply purchases. No purchases shall be made without a properly authorized purchase order, unless purchased with petty cash or the City of Selma purchasing card.

## **CONSTRUCTION AND PROJECT ENGINEERING**

Major general construction projects are processed through the Purchasing Division and/or the Planning and Development Division.

## **INTRODUCING YOUR PRODUCT OR SERVICES**

The City of Selma engages in various services while providing municipal services for its residents. Some of these services include: police and fire protection, water production and distribution recreation, traffic engineering, street maintenance, sanitation and trash collection, sewage disposal, public planning and inspection services. A great variety of equipment, supplies and services must be purchased in support of these operations. The City of Selma also engages the services of Professional Consultants; for example, Information Technology and Accounting/Financial services.

If you sell a commodity or provide a service needed by the City of Selma, and your prices and/or services are competitive with those who are currently obtaining the City of Selma's business, the Purchasing Office is interested in you.

The appropriate procurement officer should be contacted for an appointment, at 334-875-5342, to determine the City of Selma's need for your particular product or service. The procurement officer can review with you the frequency, method, and pricing used to obtain the product and/or service.

## **HOW THE BUYING PROCESS WORKS**

The information provided here describes, in simplified form, the purchasing process used by the City of Selma. The process begins with the development of a Requisition by the Using Department and ends with the processing of a Purchase Order by the Purchasing Office.

# **HOW TO DO BUSINESS WITH THE CITY OF SELMA**

## **PURCHASING LIMITS**

Small Purchases - \$1 to \$15,000

Medium Purchases & Capital Equipment - \$15,001 or more - Requires Invitation for Bid (IFB) and/or Request for Proposals (RFP) depending on item and/or services being purchased. Requires approval of the Selma City Council.

Public Works Purchases - under \$50,000 – Does not require bid process; however must obtain approved contracts (e.g. State of Alabama, City of Selma Council) using IFB and/or RFP. Requires approval of the Selma City Council.

Public Works Purchases - between \$50,000 and \$500,000 requires IFB and approved by the Selma City Council.

## **HOW OFFERS ARE SOLICITED**

Offers are solicited through “formal” and “informal” procedures. Formal procedures, competitive sealed bids and request for proposals are used to comply with the legal requirements when the value of the purchase exceeds \$15,000.00 for general and \$50,000 for Public Works. Informal procedures, open market, verbal quotes, and written quotes are used when the value of the purchase is less than \$15,000.00. Factors that may be considered when awarding a solicitation in addition to price are: experience/expertise, method of satisfying scope of work, payment terms, quality, delivery time, freight charges and shipping point.

## **SOLICITATION PROCEDURES**

Solicitation will be issued through an Invitation for Bid (IFB), Request for Proposal (RFP) or Request for Qualifications & Experience (RFQ&E). Solicitations are usually posted at City Hall Lobby. The advertisement will state the date the offers are due, the general nature of the goods and/or services to be purchased, where the solicitation package may be obtained, and the time and place solicitations will be opened. In addition, a notification of the availability of the solicitation will be sent to vendors via the Vendor Registration System for the goods or services sought.

In some solicitations, pre-bid/proposal conferences are held where bidders/vendors may attend to ask questions, get clarification or receive additional information. Most pre-bid/proposals conferences are not mandatory.

The formal competitive process from the issuance to opening generally takes approximately two (2) weeks. After solicitations are opened, the evaluation and approval process generally takes an additional one (1) week, to two (2) weeks

## **HOW TO DO BUSINESS WITH THE CITY OF SELMA**

before an award recommendation is made to the Selma City Council. Some complex solicitations may take longer. This award depends on the schedule of the next council meeting as well as the evaluation process.

All solicitations are publicly opened and read aloud at the opening. Bidders are welcome to attend the opening at the date and time listed in the documents. In bids, dollar amounts are read aloud. For proposals and RFQ&Es, only the names of the firms are read aloud.

### **REJECTION OF SOLICITATION**

The City of Selma reserves the right to reject any or all solicitations and to waive any informality in any solicitation submittal. Any provision waived could effectively change the solicitation. The City of Selma reserves the right to accept or reject any specific item or group of items on a solicitation. See attached general instructions to bidders.

### **VENDOR REGISTRATION (TBA)**

Following this initial registration evaluation process, the City of Selma would use an on-line vendor registration system whereby individuals and/or firms can select areas of interest to receive notification (email, mail) of formal solicitation in those areas. Vendors would be able to register on-line "in the future" at [www.selma-al.gov](http://www.selma-al.gov). Registration instructions and more information will be listed. Bid notices will also be posted on this site, where you will be able to download these documents.

There is no cost to the vendor to register. You will be able to use your own computer or computers at any Public Library, etc.

The Public Works Department, Engineering Division, Planning & Development Office issues Requests for Qualifications. The office maintains Statements of Qualifications (SOQ'S) for these professions.

### **NON-PERFORMANCE**

Should an individual or firm fail to meet any requirements of a contract specification or purchase order, they could be cited for non-performance. Each non-performance will be evaluated based upon the circumstances surrounding each violation. The City of Selma may terminate the contract for default if it is in the best interest of the City of Selma. An individual or firm may be removed from doing business with the City of Selma for not conforming to the terms of the City of Selma's contract or purchase order requirements.

# **HOW TO DO BUSINESS WITH THE CITY OF SELMA**

## **VENDOR SAMPLES**

When deemed necessary, samples of supplies and/or materials may be requested by the City of Selma for analyzing and testing to ensure that they meet the needs of the City of Selma.

## **PETTY CASH**

Purchases that do not exceed \$100 may be made from petty cash. The City of Selma employee making such a purchase will pay in cash and must obtain a receipt marked "PAID" or cash register receipt.

## **BLANKET ORDER**

The City of Selma may issue blanket purchase orders to firms so that the City of Selma staff may purchase items needed on a frequent basis. The blanket purchase order will normally be for a total of \$1,000 to \$2,000 and have a limited amount allowed per invoice, managed by the department. The purchase order shall also include the individuals authorized to receive goods on behalf of the City of Selma.

## **INVOICES**

Invoices shall be prepared and submitted to the City of Selma Purchasing Office/City Clerk's Office for items purchased. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods. The City of Selma requests the following information be listed on invoices: purchase order number, item number, description of materials, supplies and/or services, quantities, unit prices(s), and extended totals. The City of Selma is not subject to excise tax. The Purchase Order will indicate where invoices shall be sent for processing.

## **DELIVERIES**

Unless otherwise specifically stated, the City of Selma's title to goods occurs upon satisfactory delivery at the delivery point shown on the Purchase Order, unless otherwise indicated. Deliveries may be required to be made to different departments or divisions located in various parts of the City of Selma. The Purchase Order number must appear on all shipping documents. Failure to meet specified delivery schedules may result in cancellation of an order. Deliveries normally must be in the exact quantity called for on the purchase order; however, partial deliveries, if required, are accepted in some instances.

## **HOW TO DO BUSINESS WITH THE CITY OF SELMA**

Proper labeling and Material Safety Data Sheet (MSDS) are on all products covered by the Hazard Communication Act-29 CFR 1910. 1200 are to be provided to the City of Selma at the time of delivery.

### **COOPERATIVE PURCHASING SUPPLY CONTRACTS**

The City of Selma actively participates in cooperative purchasing plans, both in state and out-of-state; to help ensure the “best value” goods and services are obtained by the City of Selma.

It is recommended that vendor's wishing to do business with the City of Selma also register with the State of Alabama Finance Division of Purchasing at 334-242-7250.

**“THANKS SELMA”**

City, State and Zip Code



# HOW TO DO BUSINESS WITH THE CITY OF SELMA

## CITY OF SELMA, ALABAMA

### GENERAL INSTRUCTIONS TO BIDDERS

Unless otherwise stated on the Invitation to Bid, the following instructions shall be applicable to all bids received by the City of Selma, Alabama:

1. Sealed bids will be opened at time, place and date stated on the attached invitation. Bidders or their authorized representatives are invited to be present at bid openings.
2. Prices and notifications should be in ink or typewritten and prices must be fully extended. Bids must conform to any attached detailed specifications to be eligible for consideration. If Bidder is unable to furnish item specified and desires to offer a substitute as an equal full description of item must be given.
3. No taxes of any kind are to be included in the bid prices. The City will furnish tax exemption certificates when necessary.
4. All prices must be firm for a minimum of thirty (30) days. No errors will be corrected after bids are opened.
5. Factors to be considered in awarding bids will be price, delivery and suitability for use by the City.
6. If you do not quote, please return the Invitation to the City and state reason, otherwise, your name may be removed from our mailing list.
7. The City of Selma reserves the right to:
  - (a) Award bids by Lump Sum or individual items unless otherwise noted on your bid.
  - (b) Reject any or all bids and to waive technicalities when in the opinion of the City Council the best interest of the City will be served.
  - (c) Make null and void the purchase order to the successful bidder if delivery cannot be made at the specified time.
8. Bid awards will not be official until Bidder is formally notified by the City of Selma Purchase Order.
9. All prices quoted are to be F. O. B., Selma, Alabama to the location designated on Purchase Order.
10. These General Instruction to Bidders are hereby made an official part of all bids. Please observe the above instructions and conditions, as failure to do so may constitute grounds for rejection of your bid.
11. All Bidders must use our bid form and show on the envelope Requisition Number and Opening Date. Duplicate copy for Bidders file.